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CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
DISTRICT ADMINISTRATION AND REVENUE BRANCH

Notification

The 12th May, 2025

No. 488153-HIII(5)-2025/6145.--The Administrator-cum-Chairperson, State Disaster Management Authority (SDMA) Union Territory of Chandigarh is pleased to constitute the Incident Response Team to make swift, efficient and effective response to any disaster in Union Territory, Chandigarh as indicated below :

Sr. No	IRS Position	Officer	Roles/Responsibilities
1	Responsible Officer	Chief Secretary, Union Territory, Chandigarh	1. Overall Incharge of the Incident Response Team (IRT). 2. Ensure effective coordination, decision making and implementation of the Incident Action Plan (IAP).
2	Additional Responsible Officer	Home Secretary	1. Officiate as Responsible Officer in the absence of the permanent incumbent; 2. Activate Incident Response Team (IRT) at State Headquarter when the need arises, with the approval of the Responsible Officer; 3. Coordinate with the Central Government for mobilization of Armed Forces, Air Support etc. as and when required, with the approval of the Responsible Officer (R.O.)
	Incident Commander	District Magistrate	1. Issue Standing Order in advance to different departments and agencies for mobilization of resources at the time of any emergency, with the approval of the Responsible Officer;

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			<ol style="list-style-type: none"> 2. Establish immediate priorities, including search & rescue and relief distribution strategies; 3. Brief higher authorities and request for additional resources, if required; 4. Establish Incident Command Post (ICP) at a suitable place and to designate concerned officers; 5. Ensure that the Incident Action Plan (IAP) is prepared; 6. Ensure that planning meetings with section heads are held at regular intervals; 7. Authorise release of information to the media; 8. Recommend demobilisation of the Incident Response Team (IRT). 9. Approve and authorise the implementation of Incident Action Plan (IAP); 10. Establish appropriate Incident Response System (IRS) organisations based on the span of control and scale of the incident; 11. Refer National Disaster Management Authority, Incident Response System guidelines, 2010
4	Nodal Officer (Air Operations)	Air Officer Commanding, 12 Wing, Air Force Station Chandigarh	<ol style="list-style-type: none"> 1. Coordinate with concerned authorities for air operations; 2. Project the type of Air support required to the concerned based on the Incident Action Plan and place the demand at least 24 hours in advance or as early as possible; 3. Inform the Incident Commander (IC) and Operations Section Chief (OSC) about the Air movements and landing schedules in their respective areas; 4. Ensure that relevant Maps of the incident locations are available with all agencies involved in the Air Operations to give the correct coordinates etc. of the locations where Air support is required; 5. Determine the suitability of Helipads or Helibases in coordination with the Air Force authorities and the State authorities; 6. Maintain communication with Air Traffic Control and the ground support staff regarding the Air movements and other related activities; 7. Assist the Incident Commander and the Logistics Section Chief (LSC) in the

			<p>procurement of required (Aviation Turbine Fuel) ATF etc.;</p> <p>8. Report on Air Operations activities to the RO;</p> <p>9. Perform any other duties assigned by the RO and Incident Commander;</p> <p>10. Refer National Disaster Management Authority, Incident Response System guidelines, 2010.</p>
5	Information & Media Officer	Secretary, Public Relation	<p>1. Prepare and release information about the incident to the media agencies and others with the approval of Incident Commander (Incident Commander);</p> <p>2. Jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and hand it over to the Planning Section (PS) on its activation for incorporation in the Incident Action Plan ;</p> <p>3. Monitor and review various media reports regarding the incident that may be useful for Incident Planning;</p> <p>4. Disseminate necessary information to all concerned;</p> <p>5. Refer National Disaster Management Authority, Incident Response System guidelines, 2010.</p>
6	Liaison Officer	Additional District Magistrate	<p>1. Maintain a list of concerned line department agencies (NGOs, etc.) and their representatives at various locations;</p> <p>2. Carry out liaison with all concerned agencies including National Disaster Response Force (NDRF) and Armed Forces and line department of State Government;</p> <p>3. Keep the Incident Commander informed about the arrivals of all the Government and Non-Government agencies and their resources;</p> <p>4. Help in organising briefing sessions of all Government and Non-Government agencies with the Incident Commander;</p> <p>5. Maintain record of various activities performed by each authority / agency;</p> <p>6. Monitor Operations to identify current or potential inter-agency problems.</p>

			7. Refer NDMA, Incident Response System guidelines, 2010.
7	Safety Officer	Director General of Police/Additional Director General of Police	<ol style="list-style-type: none"> 1. Recommend measures for assuring safety of responders and hazardous unsafe situations and review at regularly; 2. Review the Incident Action Plan for safety implications; 3. Review and approve the Site Safety Plan, as and when required; 4. Conduct Hazard Specific Mock drills on a regular basis for capacity building; 5. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
8	Operations Section Chief	Inspector General of Police	<ol style="list-style-type: none"> 1. Manage all field operations for the accomplishment of the incident objectives; 2. Deploy, activate, expand and supervise organisational elements; 3. Maintenance of On Duty Officers list; 4. Brief the personnel in Operation Section (OS) at the beginning of each operational period; 5. Prepare Section Operational Plan in accordance with the Incident Action Plan , if required; 6. Consult the Incident Commander from the time to time and keep him fully briefed; 7. Determine the need for additional resources and place demands accordingly with planning section chief and ensure their arrival; 8. Ensure record of various activities performed by concerned authorities, units, groups and to maintain it; 9. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
9	Staging Area Manager	Chief Engineer Engineering Department	<ol style="list-style-type: none"> 1. Establish the Staging Area (SA) with proper layout; 2. Organise storage and dispatch of resources received and dispatch them as per Incident Action Plan ; 3. Report all receipts and dispatches to Operations Sections Chief and maintain their records; 4. Establish check in function as appropriate; 5. Ensure that communications are established with the Incident Command

			<p>Post and other required locations e.g. different SAs, Incident Base, Camps, Relief Camps, etc.;</p> <ol style="list-style-type: none"> 6. Maintain and provide resource status to Planning Section (PS) and Logistic Section 7. Demobilise Staging Area in consultation with Incident Commander; 8. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
10	Response Branch Director	Senior Superintendent of Police	<ol style="list-style-type: none"> 1. work under the supervision of the Operations Section Chief (OSC) and is responsible for the implementation of Incident Action Plan as per the assigned role; 2. Supervise Branch functions; 3. Report to Operations Section Chief (OSC) regarding modifications required if any in the Incident Action Plan, need for additional resources, availability of surplus resources and when hazardous situations or significant events occur, etc
11	Transportation Branch Director	Director Transport	<ol style="list-style-type: none"> 1. Activate and manage different Operation Groups like Road, Rail, Water and Air; 2. Coordinate with the Logistic Section (LS) for required resources and activate Groups of his Branch; 3. On placement of resources / requisition, Coordinate with railways, road transport, waterways and airport authorities for support as required; 4. Ensure that Organisational Assignment List is circulated among the Group-in-charge (s) and other responders of his branch; 5. Provide ground support to the air operations and ensure appropriate security arrangements; 6. Report to the Operation Section Chief and Incident Commander about progress of the Transportation Branch; 7. Prepare Transportation plan as per the Incident Action Plan, if required; 8. Ensure the maintenance of the Status of hired resources, their full utilization and timely release; 9. Ensure that the record of various activities performed by different operational groups

			<p>(Road, Rail, Water and Air) are collected and sent to the Section concerned;</p> <p>10. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.</p>
12	Planning Section Chief	Additional District Magistrate	<ol style="list-style-type: none"> 1. Coordinate with the activated Section Chiefs for planning and preparation of Incident Action Plan in consultation with Incident Commander; 2. Ensure that decisions taken and directions issued in case of sudden disasters when the Planning Section (PS) has not been activated are obtained from the Information and Media Officer (Command Staff) and incorporated in the Incident Action Plan ; 3. Ensure collection, evaluation and dissemination of information about the incidents including weather, environmental toxicity, availability of resources etc. from concerned departments and other sources. The Joint Secretary (Home) must have a databank of available resources with their locations from where it can be mobilised; 4. Ensure that Incident Status Summary is filled and incorporated in the Incident Action Plan 5. Ensure that Organisational Assignment list (Divisional / Group) is circulated among the unit leaders and other responders of his Section; 6. Plan to activate and deactivate IRS organisational positions as appropriate, in consultation with the Incident Commander and Operation Section Chief; 7. Determine the need for any specialised resources for the incident management; 8. Provide periodic projections on incident potential; 9. Report to the Incident Commander of any significant changes that take place in the incident status; 10. Compile and display incident status summary at the Incident Command Post; 11. Oversee preparation and implementation of Incident Mobilisation Plan; 12. Maintain Duty Officers List for the day;

			<p>13. Ensure that record of various activities performed by members of Units are collected and maintained in the Unit Log;</p> <p>14. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.</p>
13	Resource Unit	Sub Divisional Magistrate of the concerned area	<p>1. Maintain and display the status of all assigned resources (Primary and Support) at the incident;</p> <p>2. Compile a complete inventory of all resources available;</p> <p>3. Ensure and establish Check-in function at various incident locations;</p> <p>4. Update the Planning Section Chief (PSC) and Incident Commander about the status of resources received and dispatched from time to time;</p> <p>5. Coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilisation of allotted resources;</p> <p>6. Maintain record of various activities performed and send to Section concerned;</p> <p>7. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.</p>
14	Situation Unit	Chief Architect	<p>1. Collect, process and organise all incident information;</p> <p>2. Prepare periodic future projections of the development of the incident (along with maps if required) and keep the Planning Section Chief (PSC) and Incident Commander informed;</p> <p>3. Prepare situation and resource status reports and disseminate as required;</p> <p>4. Provide authorised maps, photographic services to responders, if required;</p> <p>5. Attend Incident Action Plan Meeting with required information, data, documents and Survey of India maps etc.;</p> <p>6. Maintain record of various activities performed and send to Section concerned;</p> <p>7. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.</p>
15	Documentation Unit	Tehsildar (Revenue)	<p>1. Ensure that all the required forms and stationary are procured and issued to all the activated sections, branches, divisions, groups and units;</p>

			<ol style="list-style-type: none"> 2. Compile all information and reports related to the incident; 3. Review and scrutinize records and various Incident Response System forms for accuracy and completeness; 4. Inform appropriate units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified; 5. Store files properly for post incident analysis; 6. Maintain records of various activities performed and send to sections concerned; 7. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
16	Demobilization Unit	General Manager, Chandigarh Transport Undertaking	<ol style="list-style-type: none"> 1. Prepare Incident Demobilisation Plan; 2. Identify surplus resources and prepare a tentative IDP in consultation with the Planning Section Chief (PSC) and give priority to demobilization of surplus resources; 3. Develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the Planning Section (PS) ; 4. Plan for logistics and transportation support for Incident Demobilisation in consultation with Logistic Section (LS); 5. Disseminate Incident Demobilisation Plan IDP at an appropriate time to various stakeholders involved; 6. Brief the Planning Section Chief (PSC) on the progress of Demobilisation; 7. Maintain record of various activities performed and send to Sections concerned; 8. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
17	Logistics Section Chief	Commissioner, Municipal Corporation	<ol style="list-style-type: none"> 1. Provide logistic support to all Incident Response effort including the establishment of Staging Area. Incident Base, Camp, Relief Camp, Helipad etc.; 2. Participate in the development and implementation of the Incident Action Plan ; 3. Keep RO and Incident Commander informed on related financial issues;

			<ol style="list-style-type: none"> 4. Ensure that Organisational Assignment List (Divisional/Group) is circulated among the Branch Directors and other responders of his Section; 5. Request for sanction of Imprest fund, if required; 6. Brief Branch Director and Unit Leaders; 7. Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation; 8. Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and Incident Commander; 9. Maintain on Duty Officers List for the day; 10. Ensure that record of various activities performed by members of branches and units are collected and maintained in the Unit Log; 11. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
18	Service Branch Director	Chief Engineer, Municipal Corporation	<ol style="list-style-type: none"> 1. Work under the supervision of Logistics Section Chief (LSC) and manage all required service support for the incident management; 2. Manage and coordinate with various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit; 3. Discuss with activated Unit leaders for the materials and resources required and procure the same through Logistic Section (LS); 4. Ensure proper dispatch of personnel, teams, resources etc. as per the Incident Action Plan ; 5. Keep the Logistics Section Chief (LSC) informed about the progress of Service Branch, from time-to-time; 6. Maintain record of various activities performed and send to sections concerned; 7. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.

19	Communication Unit	Deputy Superintendent of Police, Communication	<ol style="list-style-type: none"> 1. Work in coordination with Service Branch Director (SBD); 2. Provide Communications facility as and when required; 3. Ensure that all communications equipment available are in working condition and that the network is functional; 4. Maintain the records of all communications equipment deployed in the field; 5. Ensure setting up of a message centre to receive and transmit radio, telephone and other messages from various activated Sections, Branches, Units and higher authorities and maintain their records; 6. Prepare an alternative communication plan for execution in case of possible failure of the normal communications network; 7. Prepare a plan for integration of the communications set up of the central teams; 8. Maintain record of various activities performed; 9. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
20	Medical Unit	Director Health & Family Welfare	<ol style="list-style-type: none"> 1. Work in coordination with Service Branch Director (SBD); 2. Prepare the Medical plan and procurement of required resources as per Incident Action Plan ; 3. Respond to requests of the Operation Section (OS) for medical aid, transportation and medical supplies etc. under intimation to the Service Branch Director (SBD) and Logistics Section Chief (LSC); 4. Maintain the list of medical personnel who can be mobilised in times of need; 5. Prepare and circulate list of referral service centers to all the medical team leaders; 6. Maintain minimum level of required medicines, drug, equipment, etc. at all times; 7. Maintain record of various activities performed and send to Service Branch Director (SBD);

			8. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
21	Food Unit	Director Food & Supplies & Director Hospitality	<ol style="list-style-type: none"> 1. Work in coordination with the Service Branch Director (SBD); 2. Supply food to: a) supply of food to affected persons and Personnel of IRT(s) at Incident Command Post , Camps, Incident Base, SA, etc. and b) Victims at the temporary shelters, relief camps etc., 3. Determine food and drinking water requirements and their transportation, and brief the Service Branch Director (SBD) and Logistics Section Chief (LSC); 4. Maintain an inventory of receipt and dispatch of resources; 5. Maintain record of various activities performed and send to Service Branch Director (SBD); 6. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
22	Support Branch Director	Additional Commissioner, Municipal Corporation	<ol style="list-style-type: none"> 1. Work under the supervision of Logistics Section Chief (LSC), and supervise the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit; 2. Procure and dispatch required tactical materials and resources for operations with the concurrence of the Section Chief; 3. Participate in the planning meeting of the Logistic Section (LS); 4. Ensure that organisation assignment list concerning the Branch is circulated to all Units under him; 5. Keep the Logistics Section Chief (LSC) informed about the progress of the work; 6. Maintain record of various activities performed and send to section concerned; 7. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
23	Resource Providing Unit	Joint Secretary Labour	<ol style="list-style-type: none"> 1. Work under the supervision of Support Branch Director; 2. Organise movement of personnel, equipment and supplies; 3. Receive and store safely all supplies required for the incident response; 4. Maintain the inventory of supplies and equipment;

			<ol style="list-style-type: none"> 5. Maintain the records of receipt and dispatch of supplies including equipment and personnel; 6. Organise repair and servicing of non expandable supplies and equipment; 7. Participate in the planning meeting of Logistic Section (LS); 8. Monitor the 'Kind', 'type' and 'quantity' of supplies available and dispatched; 9. Requisition additional human resource assistance, if needed; 10. Maintain record of various activities performed and sent to Support BD; 11. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
24	Facility Unit	Joint Commissioner, Municipal Corporation	<ol style="list-style-type: none"> 1. Prepare the layout and activation of incident facilities, e.g. Incident Base, Camp(s), Relief Camp(s), Incident Command Post , etc., and provide basic amenities to the responders; 2. Report to the Support Branch Director; 3. Locate the different facilities as per the Incident Action Plan ; 4. Participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the Logistics Section Chief (LSC); 5. Maintain record of various activities performed as per Incident Response System and send to Support Branch Director; 6. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
25	Ground Support Unit	Director Chandigarh Transport Undertaking	<ol style="list-style-type: none"> 1. Work under the supervision of the Support Branch Director; 2. Provide transportation services for field operations to Transportation Branch Director; 3. In case Air operations are activated, organize and provide required ground support through Transportation Branch Director; 4. Provide maintenance and repair services for all the vehicles and related equipment used for incident management; 5. Develop and implement the Incident Traffic Plan

			<ol style="list-style-type: none"> 6. Inform Resource Unit about the availability and serviceability of all vehicles and equipment; 7. Arrange for and activate fuelling requirements for all transport including Aircrafts in consultation with the Support Branch Director; 8. Maintain inventory of assigned, available and off road or out of service resources; 9. Ensure safety measures within his jurisdiction; 10. Maintain record of various activities performed as per Incident Response System and send to Support Branch Director; 11. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
26	Finance Branch	Special Secretary Finance	<ol style="list-style-type: none"> 1. Work under the Logistics Section Chief (LSC); 2. Attend planning meetings; 3. Prepare a list of resources to be mobilised, procured or hired in accordance with the Incident Action Plan ; 4. Obtain orders of the competent Authority as per financial rules and take steps for their procurement without delay; 5. Ensure that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment; 6. Examine and scrutinize cost involved in the entire response activity including the demobilisation, analyse the cost effectiveness and keep the Logistics Section Chief (LSC) informed; 7. Ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD; 8. Brief the Logistics Section Chief (LSC) or Incident Commander on all incident related financial issues needing attention or follow-up; 9. Maintain record of various activities performed as per Incident Response System and send to Sections concerned;

			10. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
27	Time Unit	Finance & Planning Officer	<ol style="list-style-type: none"> 1. Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to Government norms; 2. Examine logs of all hired equipment and personnel with regard to their optimal utilization; 3. Maintain record of the activities performed as per Incident Response System and send to Finance Branch Director (FBD); 4. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
28	Compensation Unit	Assistant Controller (Finance & Account), Office of Deputy Commissioner	<ol style="list-style-type: none"> 1. Collect all cost data and provide cost estimates; 2. Prepare and maintain a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition; 3. Follow appropriate procedures for preparation of claims and compensation; 4. Maintain record of various activities performed as per Incident Response System and send to Finance Branch Director (FBD); 5. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
29	Procurement Unit	Deputy Controller (Finance & Accounts), Finance Department	<ol style="list-style-type: none"> 1. Attend to all financial matters pertaining to vendors and contracts; 2. Review procurement needs in consultation with the Finance Branch Director (FBD); 3. Prepare a list of vendors from whom procurement can be done and follow proper procedures; 4. Complete final processing of all bills arising out of the response management and send document for payment with the approval of the Finance Branch Director (FBD), Logistics Section Chief (LSC), Incident Commander; 5. Brief Finance Branch Director (FBD) on current problems with recommendations on outstanding issues and follow up requirements;

			6. Maintain record of activities performed and send to Finance Branch Director (FBD); 7. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.
30	Cost Unit	Treasury Officer	1. Develop incident cost summaries in consultation with the Finance Branch Director (FBD) on the basis of Cost Analysis Report; 2. Make cost-saving recommendations to the Finance Branch Director (FBD); 3. Complete all records relating to financial matters prior to demobilization; 4. Maintain record of various activities performed as per Incident Response System (IRS) and send to Finance Branch Director (FBD); 5. Refer National Disaster Management Authority (NDMA), Incident Response System guidelines, 2010.

Note: The role & responsibilities in the notification will automatically activated at the time of any eventuality/disaster arises.

Chandigarh, dated the,

Administrator
Union Territory, Chandigarh

CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
(DISTRICT ADMINISTRATION AND REVENUE BRANCH)

Notification

The 12th May, 2025

No. 13173-HIII(5)/2025/6151.—In supersession of Chandigarh Administration, Home Department Notification No. HIII(5)/2015/2604 dated 2nd February 2015 and in exercise of the power conferred by Sub Section (1) of Section 14 read with Clause (s) of Section 2 of the Disaster Management Act, 2005, the Administrator, Union Territory, Chandigarh is pleased to constitute the State Disaster Management Authority (SDMA) for Union Territory, Chandigarh, comprising of the following officers :-

Sr. No.	Name of officer	Designation
1	The Administrator, Union Territory, Chandigarh	Chairperson
2	Member of parliament, Union Territory, Chandigarh	Member (Nominated)
3	Chief Secretary, Union Territory, Chandigarh	Chief Executive Officer (<i>ex-officio</i>)
4	Home Secretary Chandigarh Administration	Member (Nominated)
5	Finance Secretary, Chandigarh Administration	Member (Nominated)
6	Secretary, Food and Supplies, Chandigarh Administration	Member (Nominated)
7	Commissioner Municipal Corporation, Union Territory, Chandigarh	Member (Nominated)
8	Representative of National Disaster Management authority	Member (Nominated)
9	Representative of GOC in Chief Western Command	Member (Nominated)

The Administrator,
Union Territory, Chandigarh.

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